



## **Parking Implementation and Governance Committee Meeting Minutes**

**Meeting Date:** Monday, January 14, 2019

**Time:** 8:00 to 9:00 am

**Location:** Town Manager's Conference Room, Town Hall Annex

**Attendance:** Adam Chapdelaine, Howard Muise, Jill Mirak, Corey Rateau, Leland Stein, Daniel Amstutz, Phyllis Marshall, Joe Curro, Ali Carter

Meeting minutes: Minutes of 12/19/18 approved.

### Pay Station Management - Update on Meter Maintenance and Repair Contract:

Phyllis Marshall noted a request for quotes was issued for a new meter maintenance and repair contract. A potential vendor submitted a quote and she is working on a contract with Purchasing to have the new contract start early February. They are still setting up terms but it will be a one-year contract with two options to renew in one-year increments. The new vendor will be able to collect twice a week, handle meter maintenance, and count coins for the Town. This vendor will provide more service at a lower cost than the current vendor. Marshall noted she would like to get acclimated to working with this new vendor and more experience with IPS before installing new meters on Broadway.

Parking Benefit District Report & FY 20 Budget: Adam Chapdelaine asked about the redesign of the Russell Common Lot. Daniel Amstutz noted that he was not expecting materials from Waterfield Design Group until the end of January.

Chapdelaine asked for an update on the redesign of Broadway Plaza. Ali Carter noted Crowley Cottrell made changes to the layout plan as requested at the last meeting and she provided them to DPW to see if the plan can be transformed into a construction plan. They will likely pass it to VHB who are assisting with the design of sidewalk repairs around Arlington Center.

Chapdelaine noted the Town is moving forward with doing extensive sidewalk repair in the Center. It will cost about \$1 million to do the entire scope of sidewalk repair work. To avoid doing a second round of construction work, he suggested replacing the surface for Broadway Plaza at the same time as reorganizing the elements in the plaza. Jill Mirak noted the drainage issues in the plaza that need to be fixed, and supported fixing the safety hazards that come with loose sidewalk bricks. Business owner input and the potential timeframe for this work was discussed. It was noted that construction would be less disruptive in the early fall and that fits in with the current timeline. The surface of Broadway Plaza would take longer to replace due to its size. Howard Muise asked about the scope of the sidewalk repair. Chapdelaine said the plan is to do sidewalk repairs from Franklin Street to Mystic/Pleasant Street as the first phase, then

from Mystic/Pleasant to Bartlett Street in the next phase. Curb lines are expected to stay the same. Carter noted she can speak to business owners at Broadway Plaza in the next couple of months. Chapdelaine said he can ask DPW to come to the next meeting to talk more about the sidewalk repair project.

Marshall presented an updated report showing the revenue from the parking meters for FY2019 and the 2018 calendar year. Projected revenues are still expected to be about \$475,000, and expenses for operating the meters and enforcement running about \$275,000. Single-space meters are generating more revenue than the multispace pay stations, possibly because of ongoing maintenance issues with the pay stations. Expenses should go down a little with the new maintenance and collection contract, and hopefully revenues will go up with better collections and maintenance. Marshall can update the projections if this is the case.

Chapdelaine proposed asking Town Meeting to appropriate \$186,500 from the Parking Benefit District Fund for Broadway Plaza and Center sidewalk repair for FY20. The Committee unanimously approved this recommendation.

Pay By Phone: To implement pay by phone, the handheld equipment for the parking control officers needs to be upgraded to have cellular connectivity. There was a discussion about the costs of upgrading the equipment and updates to the meters to make it work. MAPC has a list of parking pay-by-phone companies through their collective procurement program. Staff will discuss in the next few weeks how to move forward with pay by phone.

Other Matters: Corey Rateau noted an issue with a fire lane that is supposed to be on Mass Ave outside Trader Joe's. This will have an impact on parking in the area. Chapdelaine noted the need to expand the charter of the committee to cover other areas of the Town, not just the Center.

Next Meeting Date: Monday, January 28, 8 am